Process	***Request For Quote - and PO from State Requisition***
Process Number	***PO – 015*** *Revised 11/15/00*

Description of Process

This process is used when a State Requisition is bid by the State Purchasing buyer and awarded as a Purchase Order.

Input to Process

State Requisition

Output of Process

RFQ and Purchase Order

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
RFQ creation	Request Quote
Vendor Selection	Vendor Association by NIGP
Dispatch RFQ's to Vendors	RFQ Form
Enter Vendor Responses	Enter Responses
Award RFQ	Award Quote
Create PO	Create PO
Edit PO	Purchase Order
Print and Distribute PO	Dispatch PO

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Buyer determines that Requisition should be bid.	State Buyer
Step 2: Navigate to Manage Request for Quotes (RFQ) menu (Go, Administer Procurement , Manage Request for Quotes).	State Buyer
Step 3: Navigate to the Request Quote Header panel (Use, Request Quote, Header, Add).	State Buyer
Step 4: On the Header panel: Click the "Copy" button to select the requisition for copy to an RFQ. Click the down arrow on the "Use Copy Template" dialog box, and select "Requisitions", then click OK. Enter the business unit and Requisition ID. Click the down arrow for the "Req Line With" field, select "All Req Lines", then click OK. Note: The "All Req. Lines" option should be used to assure that all lines are copied from the Requisition to the RFQ. Review header data. In the "Buyer" field, enter or select the buyer name. To display a list of buyer names from which to select, either enter the buyer's first name (first letter upper case, others lower case), then Shift F4, or enter % and the last name (first letter upper case, others lower case), use Shift F4, Double click on the selected name. Enter or select the Bid Return Location. The "Date/Time Open" field defaults to the current date and time. This information may be changed. In the "DtTime Close" field, enter the bid opening date and time. It may be necessary to coordinate bid date and time selection with the bid room. Enter Header comments in the "Comments" field, as necessary. Check the "Send to Vendor" checkbox if comments should appear on the vendors' RFQ copy. To select a "Standard Comment", place the cursor in the "Std/Type ID" field, click the down arrow and select the appropriate comment number. Use the Tab key to go to the ID field, click the down arrow and select the comment needed. Use the Tab key to populate the comment field with the standard comment selected. If the RFQ is for an RFP, the "RFP" checkbox should be selected.	State Buyer

Step 5: Go to the “Line” panel and review line data. Verify the Line Description, Category (NIGP Code), Unit of Measure, and Quantity, which defaults from the Requisition. NOTE: If buyer determines that a single line item needs to be broken out into multiple line items or that a line item needs to be added for any reason, this cannot be done on the RFQ. The RFQ process will allow it, but the resulting Purchase Order will fail budget checking because the association back to the requisition line does not exist. If the need to add lines occurs, the buyer should use the red “X” to exit the new RFQ before saving and call the agency procurement officer and have them make the appropriate changes on the requisition. The requisition will then have to clear approvals and budget checking again at the agency level. Once this is done, the buyer can begin the RFQ process again, copying in the modified requisition lines. “COMMON” defaults in the “Ship Via” field. Schedule date is not required. Enter Ship To location code. “DN” (destination) defaults in the “FreightTrm” field. Lead Time (LT) Days is optional. In the “Comments” field, enter any comments applicable to the RFQ line or continuation of description needed. If vendor is to see comment, click on “Send to Vendor”	State Buyer
Step 6: Go to the “Activity” panel. The activity date of 01/01/1902 will display and is grayed out. If the bid is to be posted to the Internet, enter a brief bid description in the “Comment” field and leave the “Post” checkbox checked. The first word of the bid description should be chosen carefully since the bids are listed alphabetically by description on the State Purchasing web site. The buyer must follow the current steps for Internet placement. Save panel.	State Buyer
Step 7: After completing entry of all data, return to the “Header” panel. Change status to “Approved”. Save the panel. The system will then assign the next sequential RFQ number.	State Buyer
Step 8: Navigate to “Vendor Association by NIGP” panel group (Use, Vendor Association by NIGP, Vendor by NIGP, Update/Display) Key RFQ number and click the OK button.	State Buyer

Step 9: On the "Vendor by NIGP" panel: Use top scroll bar on the panel to select the NIGP code by which to produce a list of vendors. Click on the flashlight to display a list of vendors in the bottom scroll area. Select the vendors by clicking the checkbox to the left of each selected vendor. These vendors will be displayed in the middle scroll area. NOTE: To select another NIGP code from which to select vendors, return to the top scroll area, scroll to the needed NIGP code, then click the flashlight. Select from the list of vendors displayed.	State Buyer
Step 10: Go to the "Vendor List" panel. The selected vendors will be displayed. Additional vendors can be added by inserting new rows using the F7 key or the "Insert Row" icon, then key the appropriate vendor number in the added Vendor ID field. Vendors can be deleted by placing the cursor in the Vendor ID field and using the F8 key or the "Delete Row" icon. NOTE: With the cursor in the Vendor ID field, Control F4 can be used to search by vendor short name.	State Buyer
Step 11: Click the magnifying glass by each vendor to display their first address. Use the drop down arrow to display a list of additional addresses. Select the appropriate address for each vendor. Save the panel.	State Buyer

Step 12: Dispatch RFQ forms to vendors. Navigate to "RFQ Form" panel (see below). If the run control for the RFQ form **has not** previously been named: Select (Report, RFQ Form, Add). In the Run Control dialog box, key the Run Control ID (RFQ_DISPATCH is a suggestion), using all caps and no spaces. Click the OK button, and the "RFQ Form" panel displays. **OR** If the run control for the RFQ Form **has** been previously named: Select (Report, RFQ Form, Update/Display). The Run Control ID dialog box displays. Either key the Run Control ID, or leave the field blank and click the OK button. Clicking the OK button will display a list of all run control names from which you may either double click on the selection, or highlight the selected run control name then click on the "Select" button. The "RFQ Form" panel displays. On the 'RFQ Form" panel, enter the Business Unit and RFQ ID. Click the "Save" icon, then click the "Run" icon. The Process Scheduler Request will display. Select "Server" as the run location by clicking on the radio button, and select "PSUNX" from the drop down list as the Server Name. The Output Destination should have "File" selected and the file name "/tmp/ +P-d" immediately followed by the appropriate printer name. Click the OK button to begin the print process.	State Buyer or Support Personnel
Step 13: Make one copy of the RFQ form to maintain with purchasing file. Forward form to Bid Room. Mail RFQ forms to vendors.	State Buyer or Support Personnel
Bid room personnel can add vendors to the bid list and print additional RFQ's (See Process PO – 028)	Bid Room Personnel
Bids are returned to the bid room prior to the bid opening date and time.	Vendors
Step 14: On the bid opening date bids are opened and read. The bid forms are then placed in the file and forwarded to the buyer.	Bid Room Personnel

Step 15: Entering Responses: Bids are reviewed for essential information. Buyer or Support Personnel enters prices into the system: Navigate to “Enter Responses” panel (Use, Enter Responses, Header). The “Enter Responses, Update/Display” dialog box displays. Enter the business unit, the RFQ ID, then click OK. The list of vendors solicited displays. Select the first vendor in the list. The “Header” panel displays. Select the appropriate “Vendor Response” (defaults to “No Response”). If vendor responded from a location other than where RFQ was initially sent, click the down arrow for “Location” and select the appropriate location code. If vendor responded with bid pricing, go to the “Line” panel. Scroll to the first line for which the vendor has entered a bid. Check “Vendor Responded” and enter the price and lead-time. Scroll to the next line for which the vendor has entered a bid, and repeat the above steps. Repeat until pricing for all lines bid have been entered for this vendor. Save the panel. Return to the “Header” panel. Click the ‘Next in List” icon to go to the next vendor, and repeat the above steps. Continue until the bid response for each vendor has been entered.	State Buyer or Support Personnel
Step 16: After all bids have been entered, navigate to the “Award Quotes” panel group (Use, Award Quote, Analysis and Awards). ***NOTE: The Analysis and Awards panel group which previously included a “Create PO” panel has been separated into two separate panels. There are no changes in the “Analysis and Awards” panel. The “Create PO” panel has been modified, and the modifications will be explained in the steps following.*** Review vendor pricing and determine which vendor will receive the award for each RFQ line. Enter the quantities to be awarded in the field to the left of the Vendor ID field for the vendor being awarded the line. Repeat for each RFQ line. Save the panel.	State Buyer

Step 17: RFQ Award if awarding as a **Purchase Order**: Go to the "Create PO" panel (Use, Create PO, Update/Display). ***Note: This is panel is now separate from the "Analysis and Awards" panel. Where the "Create PO" panel previously had two scroll bars (one for RFQ vendors and the other for RFQ lines), there are now three scroll bars (the top one for RFQ vendors, middle one for RFQ lines, and the third one (new) for multiple chartfields*).*** Use top scroll bar to scroll to the vendor to receive award. Click on the "Create" checkbox. Save the panel. If the PO is split between vendors, scroll to the next vendor to be awarded, and click on the "Create" checkbox. Repeat for all awards to be made to the RFQ. If awarding as an open contract, go to Step 18.	State Buyer

Step 18: RFQ Award, if awarding as an **Open Contract**. A Notice of Award is used. Navigate to the "Notice of Award" panel: **NOTE: Before running the Notice of Award Report,** be sure to indicate the contract effective and expiration dates in the RFQ header comment field and check "Send to Vendor" checkbox. Uncheck the "Send to Vendor" flag for any existing header comments that are not needed on the Notice of Award. If the Run Control **has not been** named for the Notice of Award Dispatch, select (Report, Notice of Award, Add). The "Run Control ID" dialog box displays. Enter the run control name in the Run Control ID field (a suggestion is "NOTICE_OF_AWARD" in all caps and with no spaces). Click OK. The "Notice of Award" panel displays. If the Run Control **has been** previously named for the Notice of Award Dispatch, select (Report, Notice of Award, Update/Display). Leave the "Run Control ID" field blank and click OK. The list of Run Control ID's displays. Double click on the appropriate run control in the list to display the "Notice of Award" panel. On the Notice of Award panel, enter the Business Unit, the RFQ ID and the Vendor ID of the Awarded vendor. Note: The SetID is always "State". Save the panel. Click the "Run" icon. The "Process Scheduler Request" displays. Select "Server" as the "Run Location", and "File" as the "Output Destination". In the "File/Printer" field, enter "/tmp/ +P-d" immediately followed by the appropriate printer name. There is a space between the "/" and "+". There is no space after the "d" for the printer name. Click OK to begin the print process. The Notice of Award should print to the printer designated. Proceed to Step 28.	State Buyer

Step 19: Regardless of whether awarding as a PO or Notice of Award, navigate to the "Award Date Assignment" panel (Use, Award Date Assignment). Enter the Business Unit and RFQ ID for the RFQ being awarded in the dialog box, then click OK to display a list of the bids for each vendor who has responded. Select the vendor(s) who are receiving an award and key in the award date. Save the panel. The "Next in List" or "List" buttons can be used to navigate between the various RFQ vendors.	State Buyer
The PO Build Process must run before PO processing can continue. This PO Build Process runs once an hour during normal business hours.	
Step 20: After PO Build runs, navigate to the "Manage Purchase Orders" menu to identify the assigned PO number (Go, Administer Procurement, Manage Purchase Orders). Enter the Business Unit and buyer name, and, to narrow the list, the vendor ID. Click OK to display a list of PO's. Using the scroll bar at the bottom of the list, scroll the list to the right, and check in the "PO Ref." column for the RFQ number from which the PO was built. To open the PO, select it from the list by double clicking or highlighting then clicking the "Select" button. OR Go to "Sourcing Analysis" (Use, Sourcing Analysis) Enter the business unit, then click OK. A list of RFQ's that have been staged for PO Build will display. Use the information in the list to find the needed process (i.e. Buyer Name). Either double click on the selected line, or click on the selected line, then click the "Select" button. When the POSrcAnalysis panel displays, the PO number assigned will be displayed at the bottom. Note the PO number, then go to PO Lines (see above) to view the PO.	Agency Buyer
From this point, the State Agency resumes processing of the PO.	

Step 21. Completing the PO: On the PO Lines panel – Make any necessary modifications to the PO data. Go to the Header panel tab and select the appropriate PO type. If required by agency, designate the correct “Accounting Template” based upon commodities or services being purchased. Use the “Matching” button to set matching as appropriate. Matching defaults to “No Match”. It is recommended to use “No Match” if partial payments are to be made on the PO. Use the Vendor button to confirm the payment terms and vendor location. Go to the “Comments” panel and click the “Load Comments” (dog icon) button, then click the “Copy Comment” button. This will copy in the line comments (extended descriptions) from the RFQ. After all editing is complete, go to the Header panel and click the “Approve” button. Save the panel. NOTE: If “Program (Fund Source) Distribution” is being used, the user must drill down to the PO Distribution subpanel of the Schedule panel and change the “Charge By” field from “Qty” to Amt”. A checkbox labeled “Speedchart” will appear. If applicable, check this and use the drop down arrow to display the available speedcharts, then select the appropriate value and tab out of the field. The correct PO distribution lines will be inserted for you. Key any missing chartfield values as needed. Repeat this process for each PO line.	Agency Buyer
Step 22: If the item being purchased is an “Asset”, go to the schedule panel tab, drill down to the chartfield data and click on the chevron beside each chartfield line. This will display another subpanel. Click on the “Asset” checkbox. This will display still another subpanel. Select the Business Unit and the correct Asset Profile. Click OK on each subpanel to return to the main schedule panel. NOTE: If the asset is being procured by an installment purchase lease, do not flag it as an asset on the purchase order. Instead, you must go the the Lease- Express Asset panel and enter the details of the lease. (See PO – 021).	Agency Buyer

Step 23: Run the PO Edit process by clicking on the "Check" button at the top of the header panel. The system will instruct you to subsequently click on the "Dog" button to check the status of the process. When the panel refreshes, the process is complete. Look at the grayed out "Post Document" checkbox at the bottom left of the panel. If this box is checked, the PO Edit process ran successfully. If not checked, contact your system administrator. NOTE: Depending on the Business Unit's Approval setup, the PO status may be shown as either "Approved" or "Pending Approval. If in Pending Approval status, the PO cannot be budget checked or dispatched until approved by the designated personnel (See Amount and Charftfield Approval Processes, PO-10 and PO-11).	Agency Buyer
Step 24: Do not do any further processing until the PO is in an approved status. If the must be approved by others, check the PO status periodically until it is "Approved".	Agency Buyer
Step 25: If the PO remains in a "Pending Approval" status, the buyer can navigate to an Inquiry Only view of the "Amount" and "Chartfield" approval panels to check the approval status (Use, Amount Approval) and (Use, Charfield Approval).	Agency Buyer
Step 26: Once the PO is in "Approved" status, go to the PO Header panel and use the BCM (Magnifying Glass) button to run the PO Budget Checking process. If the BCM status displays an error, contact agency budget personnel for assistance. If BCM is valid, proceed to the next step.	Agency Buyer
Step 27: Once the order is in an "Approved" status and has a "Valid" budget checking status, navigate to the "Dispatch Purchase Orders" panel (see PO Business Process PO-008, Field Agency Purchase Order, for details on the PO dispatch process).	Agency Buyer
Step 28: Forward one copy of the PO or Notice of Award to the vendor and keep one for the Purchasing file. Make and distribute any other copies as needed.	Agency Buyer or Support Personnel
Step 29: If RFQ was awarded as an Open Contract Notice of Award, may be required to forward a copy of the award document to the State Purchasing item and contract maintenance group for assignment of item numbers and the loading of items to the item tables.	State Buyer
Step 30: See Add Item Process (PO – 002). After adding items, forwards to FSS for setup of Item Catalog tree.	Item Maintenance Group
Step 31: Sets up Item Catalog tree. See Process PO – 003.	FSS Item Tree Maintenance Group

Forms Used with Process (#)

Process Flow Diagram (if appropriate):